



# Poll Clerk

## Job Description

### **Information**

The polling station is open to electors from 7am to 10pm so the polling station needs to be set-up and ready to go at this time. The equipment is delivered to the polling station the day before poll and needs to be set up in the morning before the polling station opens.

### **Points to note:**

1. The polling station staff are not permitted to leave the polling station while the poll is taking place (between the hours of 7am and 10pm).
2. Polling station staff must not be employed by or on behalf of any political party or candidate involved in this election including in a voluntary/unpaid capacity. Polling station staff must also refrain from signing any candidate's nomination papers for this election or standing as a candidate themselves.

### **Duties of the Poll Clerk:**

1. Arrive no later than 6.15am to assist the Presiding Officer set up the polling station. This will involve moving equipment (i.e. polling booths/tables).
2. Issue Ballot papers to electors after you have asked them to confirm their name and address (this needs to be done even if they come in with a poll card) and checked to make sure they are registered there.
3. Write the elector's number on the corresponding number list next to the number of the ballot paper to be issued to that elector.
4. Mark the register with a line between the number and their name to indicate that they have been issued with a ballot paper.
5. Hand the ballot paper to the elector and direct them to the polling booth.
6. Assist the Presiding Officer as requested.